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MEMORANDUM FOR THE RECORD

SUBJECT: Office of Medical Services FY1985 Third Quarterly Review Highlights

I. Speaker: Dr. Ingram

Topic: Introduction and a glimpse of office achievements, goals and activities. He stated that:

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- a. OS polygraphs on Saturday [] increases the workload for OMS.
 - b. Employees Assistance Program is expanding its services and is looking into the benefits of self-help groups for teenage drug use, breast surgery, and a singles group.
 - c. Over 1600 individuals used the Agency Fitness Center in the month of August (35% are female). There is a full-time psychologist on duty in the center and she is currently assisting in rehabilitation exercises for post operative patients and directing proper exercises for pregnant employees.

II. Speaker: []

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Topic: Managing information flow in a diversified environment

- a. The goal was stated as the automation of the interdependent processes between the medical staffs at Headquarters and Stafford.
- b. The following is a list of the eight objectives:
 - o One-time update from Wang to GIMS via TC link.
 - o Full tracking of applicants via ADP systems.
 - o Tracking of dependent information to tie in with the sponsor data.
 - o Update old and create new programs for the Xerox 2700 Laser Printer.
 - o Automatic transfer of data from Hqs lab devices to the CLINSTAT database via the IBM PC.
 - o OMS involvement in SAPS.
 - o Chart backlog cleanup, cancellations and separations.
 - o AML lines operational.

III. Speaker: []

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Topic: Perform a trial run of the psychiatric testing (of employees in 3-year probationary period) procedures

- a. A random sampling will be conducted on 250 probationary employees. OMS then expects to go to full testing of all probationary employees six months in advance of the Office of Security's reinvestigations.
 - b. It is expected that 5-10% will have clinically significant files.
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IV.

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V. Speaker:

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Topic: Data analysis and conclusions as to effectiveness of PSD/MSD selection process

- a. A desire to streamline the selection process began by updating and revising the OMS personal index and conducting a review of all persons hired between April 1981 - March 1982.
- b. Although this project engaged a successful beginning, it was put on hold for some internal changes in OMS. Volumes of data are being collected and the DDA requested an update on the study once the program is reinitiated.

VI. Speaker:

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Topic: Development of effective formats for exchanges of PSD & MSD relevant selection data

- a. OMS is attempting to enhance the applicant selection process by making available psychiatric test results via automation to specialists conducting interviews.
- b. This would include the California Psychological Test Battery - an item analysis of the 480 elements & scales contained in the test.
- c. Item analysis of the psychological tests would be useful if the key items were exposed with the subject's responses.
- d. The above availability via ADP methods of this type of information will assist medical doctors in conducting interviews.
- e. OMS hopes to have full availability of this service in August 1985 with a possibility of including a graphic psychological profile.

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~~SECRET~~VII. Speaker:

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Topic: Additional advertising; re-evaluate the EAP client records system; and continue professional education for staff

- a. Increase the employee education through the development of the Employee Assistance Program and Global Awareness.
- b. Three suggestions for increasing employee awareness:
 - 1) Planning a poster series on EAP & AA.
 - 2) Outside speakers and/or special programs.
 - 3) Special briefings and additional OTE courses.
- c. OMS is going to provide Agency employees with a comprehensive review of all OMS employee services currently offered.

VIII. Speaker:

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Topic: Current progress of the Occupational Safety and Health Program

- a. OMS goal is to maintain an effective safety and health program which helps to eliminate fire or safety hazards prior to occurrence.
- b. Seven objectives were proposed to meet this goal:
 - 1) OIS surveys which resulted in the development of a fire/smoke detection system.
 - 2) Conduct basic health courses and training.
 - 3) Briefings for the component safety officers.
 - 4) Continue implementation of the radiation safety programs, which includes quarterly inspections of microwave ovens.
 - 5) Publish basic fire protection document.
 - 6) Document specifications of fire protective systems.
 - 7) Continue safety division recruitment.

Dr. Ingram then adjourned the session at 11:00 a.m.

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